



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237

AEAGA-CHD

15 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 42, Incentive Awards

1. References:

- a. AR 672-20, Incentive Awards, 29 Jan 99.
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- c. AR 690-400, Performance Management, 16 Oct 98.
- d. Army in Europe Regulation 672-1, 7 Feb 03.
- e. Memorandum, DA, Office of the Assistant Secretary Manpower & Reserve Affairs, 9 Aug 01, subject: Policy Memorandum for On-the-Spot (OTS) Cash Awards.
- f. Memorandum, HQ USAREUR & Seventh Army, 26 May 93, subject: LN Performance Awards.

2. This memorandum establishes 26th Area Support Group (ASG) policy for internal incentive awards.

3. The 26th Area Support Group fully supports the Army's Incentive Awards Program. Management officials are expected to recognize and reward civilian employees in a timely manner for outstanding performance, noteworthy special acts and achievement and significant service milestones.

- a. In recognizing and rewarding 26th Area Support Group employees, supervisors will make use of monetary and non-monetary awards to include letters of commendation, certificates of achievement, time off awards (US only) as well as tokens of appreciation.
- b. Appropriate distribution of awards among U.S. and LN, blue and white collar employees, supervisory and non-supervisory is expected. All employees will be considered fairly and equitably for all forms of monetary and non-monetary awards.

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4. The 26th Area Support Group will set aside at the beginning of the fiscal year 2% of the total payroll funds designated as a budget for funding cash awards. From this budget, 1.5% will be distributed proportionally, based on authorized personnel strength, to:

a. Command Section – for awards recognizing the Chief of Staff, Directorates, Adjutant, special staff and support personnel.

b. 214th Aviation Battalion, 233rd Base Support Battalion, 293rd Base Support Battalion, 411th Base Support Battalion, 415th Base Support Battalion - for awards recognizing employees of the different battalions.

c. Directorates – for awards recognizing employees of the directorate, except director.

d. Special staff (except CPAC) – for awards recognizing the employees of the special staff, except the chief.

5. A breakout of available award funds for FY 2004 is provided to each directorate head/special staff at enclosure 1. Officials listed in paragraph 4, above, are subsequently expected to plan and monitor spending for their respective employees to ensure availability of funds for the entire year. Awards will be given to deserving employees throughout the year when the occasion arises. It is not appropriate to hold award nominations until fiscal year end for processing.

6. Award approval levels within the 26th Area Support Group are delegated by the Commander, as specified in the chart at enclosure 2. Justification for exception to these award amounts must be submitted in writing.

Encls

/s/

ROBERT C. RUSH, JR
Colonel, IN
Commanding

DISTRIBUTION:

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FY044 CIVILIAN AWARD CEILING

ORG	US FY03	LN FY03	TOTAL	US FY04	LN FY04	TOTAL	US	LN	TOTAL
DPW	1,437	2,462	3,899	1,471	3,017	4,488	22	45	67
PM0	438		438	448	0	448	7	0	7
CHAPL	210	55	265	215	68	283	3	1	4
PAO	254	94	348	260	115	375	4	2	6
IG	34		34	35	0	35	1	0	1
CDR	943	396	1,339	965	486	1,451	14	7	21
EEO	117		117	120	0	120	2	0	2
SAFETY	70	55	125	72	67	139	1	1	2
DCA	3,555	314	3,869	3,637	384	4,021	55	6	61
S2	358		358	367	0	367	5	0	5
S3	1,454		1,454	1,488	0	1,488	22	0	22
S4	2,339	532	2,871	2,393	652	3,045	36	10	46
AMSO	115		115	117	0	117	2	0	2
DRM	1,143	881	2,024	1,170	1,080	2,250	18	16	34
IRACO									
26th ASG	12,468	4,789	17,257	12,755	5,868	18,623	191	88	279
411th	10,738	9,152	19,890	10,985	11,215	22,200	165	168	333
233rd	9,516	3,965	13,481	9,735	4,859	14,594	146	73	219
293rd	7,969	9,620	17,589	8,152	11,788	19,940	122	177	299
415th	8,138	7,254	15,392	8,325	8,889	17,214	125	133	258
CMD	48,829	34,780	83,609	49,953	42,619	92,571	749		1,389

Total								639	
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AWARD APPROVAL LEVELS – 26th ASG SUPPORT GROUP

Enclosure 1

Award approval authority of the Commander, 26th Area Support Group is delegated to the following positions as outlined below. The Commander retains authority for the Chief of Staff and the Directors.

Approval delegated to/for:

- A – BSB Commanders for employees of their Battalion.
- B – To Chief of Staff
- C – To Directors/Special Staff for subordinate employees
- D – Supervisor

TYPE OF AWARD	AWARD AMOUNT	APPROVAL LEVEL
Special Act Awards (U.S., LN)	\$501- \$1,000-\$25,000	A, B, C ASG Commander or higher IAW AR 672-20
On the Spot (U.S., LN)	\$50 to \$500	A, B, C, D
Time Off Awards (U.S.)	up to 8 hours 9 to 16 hours 17 to 40 hours	A, B, C, D, as applicable A, B, C, as applicable ASG Commander
Performance Awards (U.S.)	NTE 5% - Successful Level 1 Senior Rater (but not lower than C) NTE 2% - Successful Level 2 NTE 1% - Successful Level 3	
Performance Awards (LN)	NTE 5% - Outstanding performance	
Achievement Medal for Civilian Service (U.S., LN)	N/A	ASG Commander, A
All other Honorary Awards (U.S., LN, as applicable)		ASG Commander or higher IAW AR 672-20
Cert of Appreciation (U.S., LN) Cert of Achievement (U.S., LN) DA Promotion Cert (U.S., LN)	N/A	ASG Commander, A
Length of Service Certificates (U.S., LN)	5, 10, 15 years 20, 25 years 30 to 50 years	A, B, C, as applicable ASG Commander CGUSAREUR
Retirement Certificates (U.S., LN)	N/A	ASG Commander

Awards are presented upon management's discretion. Awards are not an employee entitlement.

Enclosure 2